



TOCCOA FALLS C O L L E G E

Office of Financial Aid

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Parent PLUS Loan Master Promissory Note (MPN)

Any person who accepts any federal student loans must have an active Direct Loan MPN on file. To fulfill the requirement for a Parent PLUS Loan MPN, please follow the steps below.

How to Complete a Master Promissory Note

- Log in to the parent's Federal Student Aid account (using the same login information you used to sign your student's FAFSA®) at this link: <https://studentaid.gov/>.
- After logging into your Federal Student Aid account, navigate to the "Complete Aid Process" tab and select "MPN for Parents" in the drop-down menu.
- You will need to scroll down on this page and select the blue "Start" button.
- Follow the prompted steps to complete the MPN and submit it.
- Our office will receive the MPN the next business day.

If you have any questions, feel free to call or email us (*see top of page*). If you would prefer, you can also schedule a Zoom meeting, in person meeting, or phone call with a member of our Financial Aid Team at <https://calendly.com/tfc-financial-aid/>.